

August 28, 2013



California Coastal Commission

JOB ANNOUNCEMENT

NORTH COAST DISTRICT

ARCATA

COASTAL PROGRAM ANALYST III

FULL TIME, LIMITED TERM (WITH THE POSSIBILITY OF EXTENSION OR PERMANENT) POSITION

The California Coastal Commission is offering an exciting opportunity to participate in planning and regulating development on California's dramatic and resource-rich North Coast. The North Coast office has responsibility for carrying out requirements of the California Coastal Act in Mendocino, Humboldt and Del Norte Counties. This position may have broad responsibilities for analyst supervision and personnel oversight, general administration of Local Coastal Program planning and permit regulatory work in the North Coast District including project management, coordination with other agency units (e.g. legal, enforcement, technical services), participating in agency-wide senior staff meetings and coordination, external communications with the District. Oversight, review, writing and editing of staff recommendations are required. In addition, attendance at certain Coastal Commission meetings and making staff presentations will be required. The person will report directly to the North Coast District Manager.

The North Coast District staff based in Arcata is responsible for carrying out a permit program for new development proposed in areas such as tidelands, wetlands, and certain other areas where the Coastal Commission maintains coastal permitting authority. The District staff is responsible for monitoring and assisting the coastal permitting programs of the coastal jurisdictions (cities and counties) included in the North Coast District. Responsibilities of the North Coast District staff also include the review of local government coastal development permits that are appealed to the Coastal Commission. In addition to the regulatory program, the District staff is responsible for the review of Local Coastal Program submittals from the North Coast jurisdictions. **This position will have focused responsibility in working with local governments on Local Coastal Programs (LCPs).**

The duties of the Coastal Program Analyst III will include the following:

- Supervise the Local Coastal Program and possibly some coastal permit-related work of the North Coast District staff, ensuring that applicable deadlines are met.
- Personally analyze the more complex coastal permit applications and Local Coastal Program submittals and prepare the most complex staff reports for action by the Coastal Commission.
- Monitor the coastal regulatory and planning programs of cities and counties in the District and participate through means such as commenting on proposed developments under review at the local level and assisting local government planners in interpretation of Coastal Act and Local Coastal Program policies.
- Provide information to the Enforcement unit regarding potential violations of the Coastal Act and/or coastal permits and work with the Enforcement unit on the resolution of such violations.
- Provide information to permit applicants and members of the public regarding the Coastal Commission's regulatory and planning programs.
- Take a pro-active approach to identifying and solving problems of Local Coastal Program interpretation and implementation.
- Gather data and prepare reports on various matters related to the Coastal Commission's mission.
- Provide backup coverage of North Coast District Manager responsibilities, including participation at Commission hearings, as required.

Desired skills and abilities:

- Knowledge of supervisory techniques and the ability to effectively plan, motivate, and organize the work of others.
- Knowledge of land use planning and regulatory techniques.
- Familiarity with the functions and relationships of federal, state, regional, county, and city governments and special districts.
- Knowledge of the means of implementing Local Coastal Programs, such as zoning and other legal and regulatory processes.
- Ability to analyze information, creatively explore alternative approaches, and develop defensible policy positions.
- Good communication skills and the ability to write accurate, complete, and concise staff reports and correspondence.
- Knowledge of the impacts of development on typical North Coast resources, such as wetlands.
- Knowledge of a broad range of resource protection laws and policies.
- Advanced degree in environmental or regional planning or related field.
- Solid experience working with Local Coastal Programs and Coastal Development Permits.
- Time management and computer skills including the ability to use data base management systems.

ELIGIBILITY: Current state employees or former state employees with transfer or reinstatement rights at the Coastal Program Analyst III or comparable classifications. Eligible individuals on the Coastal Program Analyst III list are also encouraged to apply. Appointment is subject to the State Restrictions of Appointment (SROA) provisions. Applicants must clearly indicate the basis of their eligibility, including SROA, surplus, transfer, re-employment status, or list eligibility in the Examination or Title section on the State Application Form 678.

SALARY: Coastal Program Analyst III \$5,079 – \$6,311 per month

CONTACT: Bob Merrill, North Coast District Manager
(707) 826-8950

FILING: The position will be open until filled. Funding for this position is currently through June 30, 2014, but we anticipate some level of funding for fiscal year 2014/2015. We would like to fill the position as soon as possible, so it is important to file your application immediately. Applications will be screened and only those most qualified will be interviewed. No relocation expenses are offered. Submit current resume, State Application Form 678 (put job title and location in the Examination or Job Title section) and writing sample to:

Human Resources Office
California Coastal Commission
45 Fremont Street, Suite 1930
San Francisco, CA 94105-2219
(415) 904-5430 or toll free (866) 831-2540

For more information about the Coastal Commission and what we do and to obtain a State Application Form 678, visit our Internet website at: www.coastal.ca.gov. If you have questions you may e-mail us at HumanResources@coastal.ca.gov or call the above numbers.

Equal employment opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

TDD for the Hearing Impaired (415) 597-5885